

ILLEGIB

Approved For Release 2003/05/14 : CIA-RDP79-00107A000100040007-2

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SUPPLY DIVISION INSTRUCTION  
NO. 45-68

SDI 45-68  
8 November 1965

- 4 Enter the debit voucher number in the block provided on the Form 2216 and effect distribution in accordance with reference (a).

(b) PARTIAL SHIPMENTS

(Note: In addition to the count, partial shipments can be identified by the alphabetical symbol, i.e., A, B, C, etc., entered in column 44 of DD/GSA Form 1348-1.)

- 1 Reproduce work master copy from the original of the applicable Form 2216 and proceed as indicated in paragraph 2.c.(2)(a) 1, 2, 3 and 4 above. Insert in the Remarks box "PARTIAL" and indicate the numerical sequence of the incoming shipment, i.e., Partial 1, 2, 3, etc.
- 2 On receipt of the final shipment insert in the Remarks box "FINAL" and process Form 2216 as indicated in paragraph 2.c.(2)(a) 1, 2, 3 and 4 above.

(c) DISCREPANCIES

- 1 When discrepancies occur process as indicated in paragraph 2.c.(2)(a) or 2.c.(2)(b) above as appropriate. Stamp all copies of the Receiving Report in one-half inch bold letters "DISCREPANCY" and comply with the provisions of LI 45-6.
3. Entries, if any, on the DD/GSA Form 1348-1 will be confined to blocks 7 through 15 and AA through GG.
4. When receiving data is complete on Form 2216, the set will be forwarded to CD/SCB.
5. When the procurement instrument is a Letter Order, receiving information will be recorded on Forms 595 or 291. In either case, a copy of the delivery instrument DD/GSA Form 1348-1, DD250 or DDAL55 will be attached for each corresponding line item appearing on the Form 595 or 291.
6. This instruction will be incorporated in the revised edition of references (a) and (b). Also, when the Form 2216 is reworded the distribution conforming to paragraph 2.c.(2) will be preprinted on the form.



Chief, Supply Division, CL

25X1

SUPPLY DIVISION INSTRUCTION  
NO. 45-68

SDX 45-68  
8 November 1965

Distribution: G  
Plus: 2 - OL/SD/SMB/IDRS (additional eye)  
5 - OL/SD/CD (additional eye)

OL/SD/TSI [redacted] rec/3500 (5 November 1965)

*[Handwritten signature]*  
*[Handwritten initials]*

S-E-C-R-E-T